



Office of the Mayor-President

Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis St. 8th Floor Room 826
P.O.Box 1471
Baton Rouge, Louisiana 70821
225-389-3259 FAX 225-389-4841
purchasinginfo@brgov.com

Kris R. Goranson
Director of Purchasing

ADDENDUM NO. 1
March 18, 2022

Your reference is directed to: **File Number: 22-96224**

Solicitation Number: **A22-96224 Library Courier Services**

Scheduled to open: **April 12, 2022**

The following changes are to be made to the referenced solicitation:

On **ADDITIONAL REQUIREMENTS FOR THIS BID**, Page 8, now includes the following;

Ethics: Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

ADDITIONAL REQUIREMENTS FOR THIS BID, Page 8, has been replaced with **ADDITIONAL REQUIREMENTS FOR THIS BID (revised)**, Page 8 below.

On **SPECIFICATIONS**, Page 11:

Vendor will provide two full-size vans for transportation of large bins containing library materials.

has been replaced with:

Vendor will provide two full-size vehicles for transportation of large bins containing library materials.

SPECIFICATIONS, Page 11, has been replaced with **SPECIFICATIONS (revised)**, Page 11 below.

SCHEDULE OF BID ITEMS, Page 17, has been replaced with **SCHEDULE OF BID ITEMS (revised)** Page 17 below.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 22-96224

miduvall@brla.gov
225-389-3259 x 3272

Signature

Date

Company

**ADDITIONAL REQUIREMENTS FOR THIS BID
(continued)**

- If the Company fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger the performance of this contract in accordance with its terms, and either of these two circumstances does cure such failure within a period of ten (10) days (or such longer period as the Parish may authorize in writing), after receipt of notice from the City specifying such failure; or
- Continuing non-performance of the Proposer in terms of specifications shall be a basis for the termination of the contract by the City. The City shall not pay for work, equipment or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance; or
- In the event the City terminates this Contract in whole or in part, as above provided, the City may procure, upon such terms and in such manner as the City may deem appropriate, items purchased similar to those terminated, and the Company shall be liable for any excess costs for such similar items, provided that the Company shall continue the performance of this contract to the extent not terminated under the provisions of this paragraph.
- Ethics: Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

(revised)

SPECIFICATIONS

GENERAL

It is the intent of this specification to award a single contract to a qualified contractor to provide Courier Services to all locations of the East Baton Rouge Parish Library.

Indicate what parts of the contract, if any, will be subcontracted.

Contractor's proposal should include any and all costs through design, development, implementation, and training for this project. Proposal should also include company information such as background, experience, ability to handle this type project, non-confidential financial information and any pertinent information to aid in the evaluation of the proposal.

The Purchasing Division reserves the right to reject any and all proposals and to waive any informalities. Proposers are urged to review specifications and submit any questions for clarification, etc. in writing to the Purchasing Division in a timely manner to allow for issuance of addenda, if required.

SUMMARY OF WORK

The Contractor shall provide the following:

- Delivery service to Main library and all branches and specified storage facilities as detailed in this proposal.
- The vendor shall not schedule pick-ups or deliveries to other account locations while transporting Library materials.
- Vendor will provide two full-size vehicles for transportation of large bins containing library materials.
- Sub-contracting is allowed for courier service.

MONTHLY COST REQUIREMENTS

Contractor must provide adequate personnel to accomplish the courier service.

All locations are within the East Baton Rouge Parish geographical area. Delivery routes are included as an attachment.

Materials to be transported include but are not restricted to: books, DVD's, audio cassettes and other multimedia format materials, copy paper, printer cartridges, magazines, films, film projectors, audio-visual equipment, typewriters, computer equipment, data transmission equipment, office equipment, miscellaneous files, small material holders such as paperback racks, boxes of books, janitorial supplies, metal and wooden shelving and associated hardware, and/or papers, files or booklets and other library materials. Currently, it is estimated between 2,500 and 3,000 boxes of materials are shipped each month.

All materials must be transported in vehicles capable of maintaining the condition of material as found at the time of pickup. Carrier shall be liable for any damages incurred while in transport.

Proposal shall be for an estimated 2,200 miles per month; actual mileage may vary. An additional rate for over 2,200 miles for special deliveries as well as required lead time must be indicated.

(revised)

SCHEDULE of BID ITEMS

All work for Library Courier Service operational within calendar days after receipt of the award. Bidder must provide a complete schedule of installation of all items with this proposal. Attach a detailed schedule of how it will be accomplished.

MONTHLY COSTS				
Service/Equipment Provided		Number of Months	Monthly Cost	Total Cost
Item 0001	Courier Service	12	\$_____	\$_____
COST PER MILE				
Mileage		Estimated Additional Miles	Cost Per Mile	Total Cost
Item 0002	Additional per mile charge over 2,200 miles. An additional rate for over 2,200 miles for special deliveries must be indicated. Estimated Additional Miles = 200 miles per month.	2,400	\$_____	\$_____
LEAD TIME				
Pickup		Days	Quantity	Total
Item 0003	Lead time must be indicated (how many days' notice they need to do a special pickup/delivery)	1	_____	_____
TOTAL				_____

NOTE: All prices shall include all supplies, fuel charge, and any other fee that may relate to the Specifications. Award will be based on the sum of Items 0001, 0002, and 0003.

(revised)